Position Overview
The Career Peers are important members of the Student Life Centre (SLC) team. This peer program emphasizes student-driven, peer-to-peer support through a customized one-on-one setting and educational career development opportunities. As a team of upper-year students, Career Peers provide resume, cover letter and LinkedIn support to Brescia students and work closely with SLC staff to deliver career-related programming, such as workshops, mock interviews and events.

Career Peers will:
• Host 1, two-hour shift per week to conduct 15-min individual resume and cover letter critiques with Brescia students (during regular business hours: Monday-Friday 8:30am-4:30pm).
• Co-develop and co-facilitate workshops and special events with SLC staff.
• Prepare and facilitate 2-3 hours of Mock Interviews weekly for Brescia students (January-February)
• Promote Career Support in the SLC to the Brescia student population.
• Develop relationships with student groups, faculty, staff, and other service units (ie. Residence, Library, Registrar’s Office, etc.) to ensure approachability and foster community, inclusion, and connection for all Brescia students.
• Actively participate and contribute to all team meetings, training sessions, and ongoing professional development opportunities provided through the SLC.
• Be responsible for a specific portfolio throughout the year, taking on the organization and leadership for that particular portfolio (For example, Marketing & Communications, Event Planning & Management, or Resource Development)

Position Term & Commitment
• This role is a volunteer position from September 2018-April 2019
• Time commitment: Minimum of five to ten (5-10) hours per week for the academic year. This may include some evening events.
• You are not expected to volunteer during university holidays, study days, and exam weeks.
• Regular bi-weekly (every second week) team meetings, which count as part of your volunteer hours for the week.

Training
• Required two 3-hour training sessions will take place September 7, 2018 and September 21, 2018.
• Opportunities for continued professional development and training throughout each term, occurring in team meetings.
• Encouraged to suggest areas in which they would like additional training and seek opportunities that broaden and develop various areas of expertise.

Please note that training sessions and meeting times are mandatory and if you are a successful applicant, you will be expected to keep your schedule clear of classes or other commitments during these times.
Bi-Weekly Meeting Schedule (10:00am-12:00pm):
- September 7, 2018 – Mandatory Training 9am-12pm
- September 21, 2018 – Mandatory Training 9am-12pm
- October 5, 2018
- October 19, 2018
- November 2, 2018
- November 16, 2018
- November 20, 2018
- January 11, 2019
- January 25, 2019
- February 8, 2019
- March 1, 2019
- March 15, 2019
- March 29, 2019
- April 5, 2019 (extra meeting for transition purposes)

Supervision
- The Career Peers are advised by the Coordinator, Student Life and Learning (CSLL), who is responsible for the day-to-day management and development of the program. The CSLL provides support and guidance to the Career Peers through bi-weekly meetings, one-on-ones, email/phone communication, training & development.
- In addition to the two 3-hour training sessions, weekly drop-in hours and bi-weekly team meetings for the Fall Term will be scheduled in July, based on the Career Peers’ Schedule to allow for the entire Team to plan in advance.
  - Winter Term scheduling will take place in November based on updated Career Peers’ Schedules, for week Drop-In Hours, bi-weekly meetings, and Mock Interviews.

Qualifications
- Brescia student in third or fourth year of studies
- A cumulative average above 65%
- Strong interest in helping others and in providing peer-to-peer support
- Tact, professionalism, and time management
- A willingness to learn, take initiative and follow through
- Confident, personable, and comfortable speaking in a group setting and one-on-one
- A keen interest in the career development field (i.e. job search strategies, interview skills, career decision-making/planning, etc.)
- Strong and consistent commitment to the program throughout its duration
- Previous campus volunteer or work experience, student leadership experience, and/or knowledge of Brescia/Western campus resources an asset

Benefits
- This position offers Career Peers the arena to develop a number of skills and opportunities for personal and professional growth, including:
  - Extensive training with an emphasis on your skill development
  - Acquisition of valuable knowledge about career planning and job search strategies
  - Opportunity to enhance transferrable job-related skills:
    - Professional communication, giving feedback, facilitation, and coordination
    - Presentation and public speaking
Program development

- Work alongside other volunteers who are also interested in contributing to their community
- Official acknowledgement on your Co-Curricular Record: My Brescia Experience
- Letter of Reference provided upon request
- Meet new friends and have a great time!

Application Process

- **Online application**
  - Complete and submit the [online application](#) by: Sunday, March 11, 2018 at midnight
- **Interviews**
  - Will occur between March 19-23, 2018
- **Selected candidates will be notified by March 24th, 2018**
- **Training**
  - Required **two** 3-hr training sessions will take place September 7, 2018 and September 21, 2018 from 9:00am-12:00pm
  - Confirmed locations TBD
- **Drop-In Hours**
  - Drop-In hours will begin the week of September 17, 2018